

**BROWNSVILLE NAVIGATION DISTRICT
OF CAMERON COUNTY, TEXAS**

PORT OF BROWNSVILLE

**Request for Bids
Specifications**

**One (1) Pickup Truck
and
One (1) Mid-Sized Sport Utility Vehicle**

**Deadline Date – October 10, 2018 – 3:00 pm
(956) 831-4592 Fax (956) 831-6185
1000 Foust Road Brownsville, Texas 78521**

Notice to Vehicle Dealers

Notice is hereby given that bids will be received by the Brownsville Navigation District of Cameron County, Texas, for the purchase of one pickup truck and one sport utility vehicle. The District is offering one pickup truck as a trade-in,

All bids must be sealed and delivered to the Brownsville Navigation District, 1000 Foust Road, Brownsville Texas, by 3:00 PM on Wednesday, the 10th day of October 2018. Bids will be calculated on a per unit basis. Bids must comply with the requirements set out in the "Request for Bids - Specifications" which may be obtained from the office of the Director of Administrative Services of the District. Bid security will be required as stated in the Specifications

THE RIGHT IS HEREBY RESERVED by the Board of Commissioners to reject any and all bids.

09/25/2018; 10/02/2018

SECTION I GENERAL INFORMATION AND INSTRUCTIONS

General

The Brownsville Navigation District d/b/a The Port of Brownsville (hereinafter referred to as the “District”) is soliciting bids for the purchase of two new vehicles: one (1) new pickup truck and one (1) new mid-sized sport utility vehicle. The District is offering one vehicle as a trade-in for the purchase of these vehicles.

Notice

Information provided in these Specifications is to be used for purposes of selling one (1) new pickup truck and one (1) new mid-sized sport utility vehicle to the Brownsville Navigation District and making and offer to purchase one (1) trade-in from the District. It is further expected that each bidder will read these Specifications with care, since failure to meet each condition or a combination of specified conditions may invalidate the bid.

The Brownsville Navigation District (hereafter referred to as the District) reserves the right to reject any or all bids or any portion thereof and to accept the bid deemed most advantageous to the District.

Bidders are required to submit quotations on the basis of these Specifications. Any exceptions to terms requested herein must be clearly noted in writing and be included as a part of the bid.

No telephone, fax or e-mail bids will be accepted. The District will not be responsible for missing, lost or late mail. Any bids received after the date and time set for the deadline for receipt of bids will be returned to the bidder unopened.

The District believes that the data contained in these Specifications is sufficient for the preparation of bids. The information is believed to be accurate and is based upon the latest available information, but it is not to be considered in any way as a warranty. Requests for additional information should be directed in writing by email to Deborah Lee Duke, Director of Administrative Services at dduke@portofbrownsville.com. Any written information given to any bidder concerning the RFP will be furnished to all bidders as an addendum to the RFP.

Reservation of Rights

The District expressly reserves the right to:

- Accept one or more bids.
- Reject any bid received, or portion thereof.
- Cancel the entire RFB.
- Issue a subsequent RFB.
- Remedy technical errors in the RFB process.
- Waive informalities and irregularities.
- Contact any bidder for clarification after the bids are opened.
- Negotiate with any, all, or none of the respondents to the RFB

- Accept any bid in whole or part, whether or not there are negotiations subsequent to its receipt. If subsequent negotiations take place, they shall not constitute a rejection or an alternate RFB.
- Accept the bid deemed most advantageous to the District.

Timetable

1. These Specifications are to be released for action on or about Tuesday, September 25, 2018.
2. The last date for questions to be received from bidders is Wednesday, October 3, 2018.
3. The last date for the issuance of an addendum is Friday, October 5, 2018.
4. Bids must be received by the District, Director of Finance, no later than 3:00 p.m. on Wednesday, October 10, 2018.
5. It is anticipated that the award of the bid will be made at a meeting of the District's Board of Commissioners to be held at 5:30 p.m. on Wednesday, October 17, 2018. Bidders are welcome to attend this meeting, but attendance is not required.
6. It is anticipated that the successful bidder(s) will be notified on or about Thursday, October 18, 2018.

Trade-in Offered

The District is offering the following vehicle in trade:

- 2010 Ford F150 – Mileage – 76,280 at 09/12/2018 (Unit #682)

The bidder may choose to offer a trade-in allowance for the offered vehicle. The vehicle is in active use and will be made available for the bidder's inspection at the Administrative Office of the District by appointment only. Please contact Deborah Lee Duke, Director of Administrative Services, at (956) 838-7021 to make an appointment to inspect the trade-in vehicle.

Bidders will be asked to indicate if their offer for the trade-in is contingent on the purchase of one or both of the vehicles.

Preparation of Bid

The bidder shall prepare their bid on the attached bid forms with attachments as necessary to fulfill the specifications contained herein. Unless otherwise stated, all blank spaces on the bid form page or pages, applicable to the subject specification, must be correctly filled in. A unit price must be stated for each and every item, either typed in or written in ink, including any "no-bids". Any exceptions or deviations from the requested products must be clearly indicated in writing and must be submitted with and form a part of the bid form. Failure to follow this instruction will be grounds for disqualification of a bid.

Bid Security

Bidders shall submit a cashier's check, certified check, or bid bond of 5 percent of the greatest amount bid with their bids as a guaranty that they will deliver the vehicles within the number of days proposed herein after the receipt of notice of award of this bid. Cashier's or certified

checks submitted as bid security must be drawn on a bank that is a member of the Federal Deposit Insurance Corporation (FDIC). All checks of unsuccessful bidders will be returned by the District within ten (10) days following the award of the bid. The cashier's or certified check of the successful bidder will be returned upon delivery of the vehicles including all documentation required for obtaining titles and licenses for the vehicles.

Submission of Bid

The bid shall be submitted in a sealed envelope. Each envelope or package must be addressed as follows:

**Brownsville Navigation District
Director of Finance
1000 Foust Road
Brownsville, Texas 78521**

On the front of each envelope shall be written the following words:

“BID FOR VEHICLES”

Bids must be received by the District's Director of Finance by the deadline date and time listed on the cover of these Specifications.

Withdrawal of Bid

Bidders may withdraw their bids at any time up to the time specified as the closing time for acceptance of bids. However, no bidder shall withdraw or cancel their bid for a period of sixty (60) days after said closing date for acceptance of bids. The successful low bidder shall not withdraw or cancel or modify their bid, except at the request of the District, after having been notified that said bid has been accepted by the District.

Interpretation of Specifications

If any person contemplating submitting a bid is in doubt as to the true meaning of any part of these Specifications, they may submit to Deborah Lee Duke, Director of Administrative Services, a written request for interpretation thereof. Requests for interpretation must be received by 5:00 pm on Wednesday, October 3, 2018.

Addendums to Request for Bids

If it becomes necessary to revise any part of this request for bids, a written addendum will be provided to all bidders who are known to be participating in the RFB process. Bidders must acknowledge on the Proposer's Acknowledgement Form (**Attachment A**) the receipt of all addendums in order for their bid to be considered. The District is not bound by any oral representations, clarifications, or changes made in the written specifications by the District's employees, unless such clarification or change.

The Request for Bids - Specifications will be posted on the Port of Brownsville web site, under "Business with the Port/Procurement". Bidders will not be required to register to download the Specifications. As such, the District will not be able to provide notice of addendums to the Specifications to those bidders who have not registered. **It will be the responsibility of bidders who have not made their participation known to the District to verify that they have received all addendums.** All addendums will be posted to the Port of

Brownsville web site on the day that they are issued to all other bidders known to the District to be participating in the bid.

Deviation from Specified Requirements

Bidders must specifically state each specified item that is not being included in the bid. It will not be acceptable to simply refer to an enclosed specimen contract or purchase order. Failure to follow this instruction will be grounds for disqualification.

These Specifications are not intended to be restrictive with respect to any alternative proposal if a distinct advantage can be demonstrated. Bids failing to meet all of the specifications will not necessarily be rejected, but any deviations must be clearly noted to be considered.

Criteria Used in Evaluating Bids

1. Bids will be carefully evaluated for cost effectiveness and for compliance with the requirements contained in the Specifications.
2. The bid be awarded to the responsible vendor(s) who submits a superior but economical bid based on an analysis of its compliance with the Specifications.
3. Offers for the trade-in will be considered in awarding the bid.

Qualifications of Companies Submitting Bids

The District reserves the right to require the successful bidder to provide a list of customers to whom the bidder has sold the subject vehicles in the prior twelve months, including a list of public entity references in Texas.

Compliance with Laws

All bidders involved shall observe and comply with all regulations, laws, ordinances, etc., of local, state, and federal governments as they apply to this bidding process.

Texas Ethics Commission Form 1295 Disclosures

Companies doing business with the Brownsville Navigation District, a governmental entity, are required to file a “Disclosure of Interested Parties Form” (Form 1295 for short). The successful bidder will be required to file a Form 1295 prior to the Board approving the award of the bid. Further information regarding this form may be found on the Texas Ethics website, and instructions will be provided to the successful bidder.

Unit Pricing

This bid must be prepared using unit pricing

Authorized Signature

All bid forms must be signed by persons who have legal authority to bind the bidder to the vehicles and prices that are reflected in the bid.

Disqualification and Rejection of Bids

Failure to comply with the requirements or the procedures set forth herein, or to satisfy the criteria as set forth in the Specifications, may result in disqualification. It is not intended that exceptions to the Specifications will, in and of themselves, result in disqualification.

Award of the Bid

Award of the bid shall be based on the lowest base bid for each vehicle category. Award of the bid of each of the vehicle categories will be made independently of each other and may be made to separate bidders.

Determination of Compliance with Specifications

The Director of Facilities Maintenance or his designee will be responsible for assuring that the delivered vehicles comply with the successful bidder's bid and will make the final determination of compliance. This examination will take place on the date of delivery.

Delivery of Vehicles

It is anticipated that the successful bidder will be notified on or around October 18, 2018. The bidder will be required to specify the number of days that will be required for delivery from the date of the award of the bid. The successful bidder will be expected to be able to deliver the requested vehicles within the specified delivery period.

Rejected Vehicles

If a vehicle is rejected for failure to comply with the Specifications, it shall be the responsibility of the bidder to remove the vehicle from the District's premises at their expense.

Terms of Payment

Invoices submitted for the purchase of the vehicles will be paid upon delivery and acceptance by the District of the vehicles including the receipt of all necessary documentation for obtaining title and license to the vehicles. The District requires five business days' notice of the confirmed delivery date in order to prepare payment. Billing address for invoices under this bid is:

**Brownsville Navigation District
Accounts Payable
1000 Foust Road
Brownsville, TX 78521**

Electronic invoicing may be submitted to vendor@portofbrownsville.com

**SECTION II
VEHICLE SPECIFICATIONS**

VEHICLE ONE
PICKUP TRUCK SPECIFICATIONS
1/2 Ton Pickup, Crew Cab, 4x4, Short Bed, Front Center Console

General Specifications

New, 2019 Model-year, full size, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment.

Alternate Bid

New, 2018 Model-year vehicle. Vehicle must come with full manufacturer's warranty.

Body Style

Straight-sided, steel-floored, 5½' - to 6½' - bed pickup truck
Wheelbase 140" – minimum

Number of Cylinders and Engine Size

V8 FFV engine, 5.0L - minimum

Fuel Type

Gas or Flexible Fuel

Drive Train

4WD

Transmission

6-Speed, Automatic Transmission (minimum).

Color

The body color shall be white.

No dealer logos or decals are to be affixed to the vehicle.

Interior

Factory Air Conditioning
Factory Heater and Defroster
Power Windows and Power Door Locks
Remote, Key-less Entry
Power Steering
Cruise Control

Seats

Vinyl or Cloth
Front – Split seats with center console
Rear – Bench seat

**VEHICLE ONE
PICKUP TRUCK SPECIFICATIONS**

Wheels and Tires

17" Grey Steel - minimum
All-Season or All-Terrain Tires – minimum
Full-Size Spare Tire

Bed Liner

Pickup bed must be protected with a spray-on bed liner.

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful bidder on the vehicle prior to delivery.

Extended Warranty

Should the bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

VEHICLE TWO
MID-SIZED SPORT UTILITY VEHICLE SPECIFICATIONS

General Specifications

New, 2019 Model-year mid-sized sport utility vehicle with a seating capacity for no less than 7 passengers. This vehicle is to have standard equipment.

Alternate Bid

New, 2018 Model-year vehicle. Vehicle must come with full manufacturer's warranty.

Number of Cylinders

6 Cylinder engine - minimum

Fuel Type

Gas or Flexible Fuel

Drive Train

2WD (4WD acceptable)

Transmission

Electronic 6 - Speed, Automatic Transmission – minimum

Wheelbase

112" (minimum)

121" (maximum)

Seating

Vinyl or Cloth Seats

Seating capacity – 7 (minimum)

Interior

Factory air and heat

AM/FM stereo with MP3 capability – minimum

Power Windows and Power Door Locks

Remote, Key-less Entry

Cruise Control

Power Steering

Cargo Cover

Floor mats, all rows

Exterior

Manual Lift Gate

Color

The body color shall be white.

No dealer logos or decals are to be affixed to the vehicle.

VEHICLE TWO
MID-SIZED SPORT UTILITY VEHICLE SPECIFICATIONS

Wheels and Tires

17" Grey Steel - minimum
All-Season or All-Terrain Tires – minimum
Full-Size Spare Tire

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful bidder on the vehicle prior to delivery.

Extended Warranty

Should the bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid proposal detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

**VEHICLE TWO
MID-SIZED SPORT UTILITY VEHICLE SPECIFICATIONS**

**SECTION III
BID FORMS**

**VEHICLE TWO
MID-SIZED SPORT UTILITY VEHICLE SPECIFICATIONS
BROWNSVILLE NAVIGATION DISTRICT
Bidder's Acknowledgement Form**

Having carefully examined the information, notices and specifications and conditions contained in this package, the undersigned Bidder's agent or representative hereby proposes and agrees to furnish proposed vehicles in strict compliance with these Specifications at the prices quoted. The Bidder affirms that, to the best of their knowledge, the bid has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid.

Addendums received:

Deadline for Submission: October 10, 2018 at 3:00 PM

Vendor:
Address:
City, State, Zip Code:
Signature of Bidder:
Title with Company:

**BROWNSVILLE NAVIGATION DISTRICT
Vehicles
Bid Form**

**VEHICLE ONE - PICKUP
Option 1 - 2019 Model**

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext.Warranty Proposed? (Yes or No)
½-Ton Pickup, Crew Cab, 4x4, Short Bed, Front Center Console				1		
Make and Model Proposed:						

Option 2 - 2018 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext.Warranty Proposed? (Yes or No)
½-Ton Pickup, Crew Cab, 4x4, Short Bed, Front Center Console				1		
Make and Model Proposed:						

**VEHICLE TWO – MID-SIZED SPORT UTILITY
VEHICLE**

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext.Warranty Proposed? (Yes or No)
Mid-Sized Sport Utility Vehicle				1		
Make and Model Proposed:						

Option 2 - 2018 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext.Warranty Proposed? (Yes or No)
Mid-Sized Sport Utility Vehicle				1		
Make and Model Proposed:						

**BROWNSVILLE NAVIGATION DISTRICT
Vehicles
Bid Form**

Trade-In Vehicle Offered

Vehicle	Vehicle Identification Number	Trade-In Offer
2010 Ford F150 Pickup BND Unit #682	VIN 1FTMF1CW0AKA16601 Mileage at 09/12/2018 – 76,280	
Is this offer contingent on the purchase of one or both of the vehicles being bid? (Yes/No)		

Trade-In Vehicle will be available for pickup upon delivery of the new vehicles.

Attachments to this bid that are required:

1. Extended warranty information, if being proposed.
2. Statement of any deviations from Specifications

The following required forms can also be found at www.portofbrownsville.com – Vendor Information

3. Vendor Registration Form
4. Conflict of Interest Questionnaire